

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Fulbright Scholar Program - ECA/A/E-12-01

Office of Academic Exchange Programs (ECA/A/E)

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs for the FY 2012 Fulbright Scholar Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Subject to the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State will enter into a Cooperative Agreement with a U.S. not-for-profit organization to administer the FY 2012 Fulbright Scholar Program. The Fulbright Scholar Program annually provides approximately 1,300 awards to U.S. scholars and professionals to lecture and do research abroad and approximately 900 awards to visiting (non-U.S.) scholars to do research and lecture in the United States. In addition to providing administrative services for core elements of the program, the cooperating organization will be responsible for administering a number of related special Fulbright Programs and activities for U.S. and visiting scholars and professionals including: the Fulbright Specialist Program, the worldwide New Century Scholars (or comparable regional research initiatives), the Fulbright Scholar-in-Residence Program, the Fulbright German Studies Seminar, International Education Administrator programs for the U.S., Japan, Korea, India, and Russia, and the Fulbright Occasional Lecturer Fund. Specific information about these programs may be obtained from the Office of Academic Exchange Programs (ECA/A/E). Projected participant numbers for each of these programs are as follows:

Program Component	U.S. participants	Foreign participants	Total Participants
"Core" One or Two Semester Grants	800	900	1700
Specialist Program	500		500
Regional Research Programs (i.e New Century Scholars)	7-10	15-20	21-30
Scholar-in-Residence		50	50
International Education Administrators Seminars	24-50	15-40	40-50
Occasional Lecturer Fund Grant Projects		250	
Special Faculty Development Programs		100	100

Responsibilities for the U.S. Fulbright Scholar Program include:

Program Planning and Management

The cooperating organization will provide ECA with strategies for the recruitment and placement of U.S. scholars. Particular attention should be paid to developing new and innovative approaches to recruitment of U.S. scholars for placement in countries or regions traditionally under-represented in academic exchanges or for which recruitment of U.S. Scholars is challenging, including countries in all regions outside of Western Europe, Australia, and New Zealand that are of importance to U.S. foreign relations interests. The applicant's proposal should demonstrate how mutual understanding and long-term academic and professional connections in these areas would be developed and strengthened through Fulbright Scholar exchanges.

Applicants should develop strategies for attracting a diverse pool of applicants for the U.S. Fulbright Scholar Program. This pool should include qualified minority applicants from both minority-serving institutions and majority institutions as well as people with disabilities. Recruiting applicants from U.S. community colleges is important as well.

Publicity and Outreach

In coordination with the ECA/A/E Public Outreach Officer, prepare a broad strategy for U.S. publicity and outreach that addresses all aspects of diversity, including: institutional, geographic, racial, gender, ethnic, religious, socio-economic status, and disability. The cooperating organization must present ECA with an outreach plan for comment and approval prior to implementation. This plan must include proposed staff travel, including university visits and conferences; publications (both print and electronic); media relations (university, local, national, and international); outreach to potential applicants, universities, campus representatives and others on the program; materials provided to participants, campus representatives, and peer review committee members; and all other materials and efforts involving publicity, recruitment, and/or outreach.

In coordination with the ECA/A/E Public Outreach Officer, publicize U.S. Fulbright Scholar Program opportunities via written materials, electronic communication, social media platforms, and other means. These may include printed brochures and posters, and publicity to advertise special initiatives.

The cooperating organization should maintain and work through its network of contacts with U.S. colleges and universities and educational, professional, and academic newsletters, journals and on-line publications, including the Chronicle of Higher Education, Inside Higher Ed and Diverse Issues in Higher Education to publicize the Fulbright Program.

The cooperating organization should plan and implement regional and institution-specific recruitment workshops for representatives and faculty from targeted campuses. In order to coordinate outreach efforts with those of ECA, the cooperating organization should provide, on an ongoing basis, a list of recruitment workshops being planned as well as information on conferences and meetings at which staff will make presentations. Information about specific events should be provided to ECA/A/E at least four months prior to the event. The cooperating organization should

plan for and solicit ECA participation in all its Washington D.C. area activities, as well as other major events.

It is important to ensure that there is a “Fulbright Campus Contact” serving the Fulbright Scholar Program at U.S. minority-serving institutions and community colleges. A list of all campus contacts should be kept and made accessible to ECA staff. The cooperating organization should provide ECA/A/E with a list of Fulbright Student Program and Fulbright Scholar Program campus contacts for all Minority Serving Institutions and Community Colleges, on a semi-annual basis.

The cooperating organization should publish an online directory of U.S. Fulbright Scholars receiving FY 2012 awards by January 31, 2012. ECA uses the data in the directory as a vehicle for presenting and explaining the program in the private and public sectors, including through ECA presentations to Congress. The U.S. Fulbright Scholar Directory should include the name of each participant, home state, country of assignment, field (research/lecturing topic), and U.S. university (as appropriate). The directory should be submitted to ECA/A/E for final approval before publication.

In close coordination with ECA/A/E, the cooperating organization should issue a "call for appointment" form to State Department posts and Fulbright Commissions to identify overseas placement opportunities for U.S. scholars. Using the information submitted in response to this call for appointment, the cooperating organization should prepare an awards listing for online publication to U.S. applicants no later than March 2012. This listing should contain details regarding opportunities for Fulbright Scholar awards for academic year 2013-2014 in countries with and without Fulbright Commissions. The resulting catalog of awards should describe opportunities in each country, and include various indices for U.S. applicants to search suitable awards. An online editing and publishing platform will be used to permit ECA to review all materials and to suggest needed modifications prior to the catalog's online publication for U.S. applicants.

Cooperating organization mailing and e-mail lists should be developed (or reviewed) annually for updating and revision. In addition, the whole range of publications issued by regional academic associations, professional organizations, the private sector, and specialized groups should be examined as appropriate outlets for Fulbright publicity and new outlets should be considered.

Application, Screening and Selection Process

In consultation with ECA, the cooperating organization will develop, maintain and publicize an online application form for Fulbright Scholar awards.

The cooperating organization will respond to queries by phone, electronically, or in person from potential applicants to the program.

The cooperating organization will receive and screen all applications submitted to the program and should conduct a technical review of all applications received for eligibility and completeness. If a new cooperating organization is selected to administer the program, in FY 2012 their recruitment and selection responsibilities will begin with the review of applications submitted through the

electronic system of the previous cooperating organization.

The cooperating organization will propose a peer review timeline and process, including: arranging a review of applications by external review committees; recruiting and selecting appropriate academic and professional experts to review applications; and observing ECA and program diversity objectives. ECA officers will serve as observers and resources at the panel meetings. ECA/A/E should receive information about the scheduling and make up of these committees at least two weeks before the meetings are scheduled to convene.

The cooperating organization will submit the slate of candidates recommended by the review committees for the U.S. Fulbright Scholar Program to the ECA/A/E branch offices for transmittal to the J.W. Fulbright Foreign Scholarship Board (FSB) for selection with standard FSB decision memoranda completed and ready for comment, as appropriate.

Post–Nomination Services

The cooperating organization will:

- Send letters to all selected and alternate U.S. Fulbright Scholars, informing them of their status in a timely manner.
- Respond to queries from applicants about awards after nomination and before selection.
- Prepare selection letters for FSB signature with copies to ECA/A/E and FSB, once binational Fulbright commissions and U.S. embassies have made their nominations.
- Prepare alternate and non–selection letters. Review existing language and amend the text of these notification letters as appropriate.
- Prepare and distribute fact sheets for U.S. Fulbright Scholars on countries where they are to be placed.
- Consult with ECA/A/E regarding the review of medical forms for U.S. participants; advise participants on ECA's health benefits program and enrollment procedures.
- Prepare terms and conditions for grants to U.S. Fulbright Scholars going to countries without Fulbright commissions and selected Fulbright Commissions.
- Respond to questions from U.S. Fulbright Scholar participants on issues related to their grants including status of placement, dependent allowances, stipend levels, schooling, and housing allowances.
- Advise participants on regulations regarding use of U.S. airline carriers.
- Assist in organizing pre–departure orientation programs in Washington, D.C. for U.S.

Fulbright Scholar participants; distribute payments to new participants and invited alumni to cover expenses at orientation sessions.

- Enroll participants going to countries without Fulbright commissions in ECA's health benefits program.
- Process participant withdrawals from the program and notify ECA/A/E; indicate availability of alternates. The cooperating organization will ensure that overseas partners are promptly informed of any changes.
- Assist ECA in handling medical emergencies and evacuations.

Responsibilities for the Visiting Scholar Program include:

Program Planning and Management

The cooperating organization will:

- Advise ECA on issues regarding the recruitment and placement of Visiting Fulbright Scholars.
- Develop U.S. university support in the form of academic fee waivers, office space, computer access, and campus lodging.
- Recommend rates for participant allowances for housing and maintenance.
- Process extensions, renewals, withdrawals and transfers, and consult with ECA regarding such requests beforehand as necessary; inform and seek approval from Fulbright commissions and U.S. embassies as appropriate.
- In consultation with ECA/A/E, promote Fulbright Occasional Lecturer Fund (OLF) opportunities to U.S. colleges and universities and to Visiting Fulbright scholars, with particular attention devoted to encouraging visits to Minority-serving Institutions. The cooperating organization will work with U.S. institutions and with Fulbright scholars in arranging OLF visits - arrange travel or complete travel reimbursement procedures for Fulbright Scholars and secure scholar reports regarding OLF visits undertaken.
- Develop promotional materials to assist scholars participating in the OLF Program to promote other Fulbright Scholar grant opportunities on the campuses they visit.
- Provide ECA/A/E with a monthly report indicating OLF trips made, showing the scholar's name and home country, their U.S. institution, the name and location of the institution visited through the OLF and the cost.

Publicity and Outreach

Regarding publicity and outreach for the Fulbright Visiting Scholar Program, ECA expects the cooperating organization to develop a broad strategy that includes a focus on diversifying and internationalizing the U.S. campus, working in close consultation with ECA. The cooperating organization must present ECA with a plan for comment and approval prior to implementation. This plan must include proposed outreach to potential host universities; print and electronic materials provided to host universities; and all other materials and efforts involving publicity, recruitment, and outreach. Any publicity and outreach efforts that involve working with ECA should be identified.

ECA requests that the cooperating organization publish an online directory of Visiting Fulbright Scholars receiving awards as soon as practicable. Please provide updates on a regular basis in order to maintain the most accurate information. The directory and updates should be submitted to ECA for final approval.

The cooperating organization should also encourage current Fulbright Visiting Scholars to assist in recruiting for the Fulbright U.S. Scholar and Student Programs and provide them with the appropriate materials and information to undertake this activity. These Fulbright Visiting Scholars should also be provided with recruitment materials for dissemination at their home institutions.

Enrichment Programs

The cooperating organization must work closely with ECA/A/E in the development of a cohesive plan for enrichment activities for FY 2012, which will include organizing approximately three competitions soliciting eligible organizations to plan and provide oversight of targeted enrichment activities. Eligible organizations include non-governmental organizations, International Visitor Council Offices, and colleges and universities. The cooperating organization will also assist in administering funds to the Fulbright Alumni Association. The cooperating organization must ensure that all enrichment programming achieves determined enrichment goals and is conducted in a timely manner.

In consultation with ECA, the cooperating organization should conduct three open competitions for enrichment programming in FY 2012 as outlined below. The cooperating organization should convene review panels for each competition, with at least one ECA representative serving on each review panel. Following the review panels, the cooperating organization should prepare and present to ECA a comprehensive overview of planned enrichment activities, complete with budget information, for final approval. The three competitions will consist of:

- 1) **Regional Seminar Competition:** In consultation with ECA/A/E, the cooperating organization should conduct an open competition for funding to conduct up to three regional seminars for visiting scholars on multi-disciplinary topics. These seminars will replace the annual Scholar Conference held in recent years in Washington D.C. The combined budget request for this component should not exceed \$200,000. The cooperating organization should encourage and identify cost-sharing to cover additional costs.

- 2) **Enrichment Competition for Key Metropolitan Areas:** In consultation with ECA/A/E, the cooperating organization should conduct an open competition for funding to conduct enrichment programming in key metropolitan areas with a significant concentration of visiting Fulbright scholars. Submitted programming could be for scholar-exclusive activities or integrated events, which would include Fulbright students and teachers, U.S. Fulbright alumni, and Humphrey fellows. These key metropolitan areas include: Washington, DC; Boston, MA; New York, NY; San Francisco, CA; and Los Angeles, CA. The combined budget for this competition should not exceed \$250,000.
- 3) **Enrichment Competition for Other Areas:** In consultation with ECA/A/E, the cooperating organization should conduct an open competition for funding to conduct enrichment programming in locations not covered in the key metropolitan areas indicated above. Submitted programming could be for scholar-exclusive activities or integrated events, which would include Fulbright students and teachers, U.S. Fulbright alumni, and Humphrey fellows. The combined budget for this competition should not exceed \$100,000.

For all enrichment programming, ECA/A/E must approve all proposed events before any funds are spent or participants or speakers invited. ECA/A/E must also approve all print and electronic materials developed as part of enrichment programming. The cooperating organization should plan to submit drafts of all relevant material to ECA at least two months before the event will occur.

The cooperating organization should oversee all enrichment programming, ensuring that all goals are met and activities are conducted as approved. The cooperating organization should share submitted activity reports with ECA, and prepare a final, comprehensive report to be presented to ECA no later than two months after the conclusion of the last FY 2012 enrichment activity. The cooperating organization should consult with ECA to determine elements to be included in the final report.

"Branding" for enrichment programming should follow the guidelines established for outreach activities, with the U.S. Government's role in the Fulbright Program and its enrichment programming preceding any language regarding the role of the cooperating organization or any recipient organizations. All print and electronic materials related to Fulbright enrichment programming should state "The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov."

Screening and Affiliation

The cooperating organization should carry out applicant screening and institutional affiliation activities, as necessary, for Visiting Fulbright Scholars in tandem with work done by nominating bilateral Fulbright commissions and U.S. embassies. The cooperating organization is responsible for arranging U.S. institutional affiliations for approximately 50% of all Visiting Fulbright Scholars. This should include a concerted effort to affiliate Visiting Fulbright Scholars at minority-serving institutions, rural/regional institutions of higher education, and community colleges that have had

little opportunity or experience in hosting foreign lecturers and researchers.

The cooperating organization should design special programs to place Visiting Scholars from selected countries at U.S. colleges and universities to update knowledge in their disciplines, increase professional networks with U.S. counterparts, and master new pedagogical approaches. Participants will be junior or senior faculty from tertiary institutions. Programs should be approximately 10-12 weeks in duration.

The cooperating organization should review applications for Visiting Scholars which are competed on a regional basis: Sub-Saharan Africa and the Caribbean. In all other regions, the review of Visiting Scholar applications will be the responsibility of the Fulbright Commission or U.S. Embassy. After completing application reviews for selected programs, the cooperating organization should submit candidate nominations to ECA and FSB with required FSB decision memoranda.

The cooperating organization should confirm institutional affiliation for self-placed scholars from countries designated by ECA/A/E.

Basic Support Services

The cooperating organization should:

- Prepare grant terms and conditions for participants from all countries without bi-national Fulbright Commissions and some countries with bi-national Fulbright Commissions, using monthly stipend and allowance rates and related guidance. Request ECA approve any changes to established stipend levels, as needed.
- Provide Visiting Fulbright Scholars with information on U.S. tax requirements and health benefits.
- Serve as Alternate Responsible Officer for the issuance of DS-2019 forms. Prepare DS-2019 forms for all Visiting Fulbright Scholars and their dependents and expedite delivery of these forms to Fulbright commissions and U.S. embassies.
- Enter all Visiting Fulbright Scholars into the SEVIS system. Monitor and maintain correct SEVIS records at all times. Provide all participants with accurate information regarding SEVIS and Department of Homeland Security requirements. In consultation with ECA/A/E, arrange transfer of program sponsorship to universities when such requests are approved by ECA and overseas partners.
- Consult with ECA on all medical emergencies.

Responsibilities for **Special Program Activities** include:

Fulbright Specialist Program

The cooperating organization should:

- Establish and maintain a web-based, project management system to manage all aspects of the program including submission of project requests and reports, tracking the approval and processing of requests and grants, providing access to the roster of potential participants, and providing the capacity to run various reports and searches necessary to manage the program. The project management system should allow for submission, processing, and finalizing of projects requests within two months on a rolling deadline basis. Ensure that ECA/A/E program officers have access to the project management system.
- Develop and implement a publicity plan, in conjunction with ECA, to highlight the Fulbright Specialist Program in the U.S. and to other audiences. This should include descriptions of the experiences and accomplishments of individual program participants.
- Maintain up-to-date information on program guidelines, procedures, and participant stories on the Fulbright Scholar Program website.
- Produce and distribute program and procedural guidance to posts and commissions concerning their roles in program implementation, in close collaboration with ECA.
- Establish and maintain a web-based, database registry/roster of potential participants who have been peer-reviewed and FSB approved to serve as Fulbright Specialists. Ensure that this roster is accessible via a user ID and password to Fulbright commissions, U.S. embassies, and foreign academic institutions selected by Fulbright commissions and U.S. embassies.
- Maintain a system that allows candidates to apply to the program completely online (including submission of references) through the Fulbright Scholar Program website.
- Organize a peer review process for individuals who apply to the roster to be included in the Fulbright Specialist Program. A review of applicants should occur no less frequently than every eight weeks. Conduct special recruitments for specialists, as needed.
- Submit the slate of candidates recommended by the review committees for the Fulbright Specialist Program to the ECA/A/E branch offices for transmittal to the J.W. Fulbright Foreign Scholarship Board (FSB) for selection with the required standard FSB decision memoranda completed and ready for comment, as appropriate.
- Communicate regularly with overseas Fulbright commissions and U.S. embassies on the status of specific specialist program requests.
- Manage compensation, travel, and other logistical arrangements for specialists (up to 500 annually).

- Ensure that reports on completed projects from Fulbright commissions, U.S. embassies, and specialists are submitted in a timely fashion into the project management system so that they are accessible to ECA/A/E officers and overseas partners.
- Provide a quarterly report on the Fulbright Specialist Program including statistical data as well as highlights of outstanding participants. These reports should include:
 - Data on host institutions' multiple use of specialist projects;
 - Data on return visits by requested scholars;
 - Data on the origination of specialist program requests.

Fulbright New Century Scholars and comparable regional programs

The cooperating organization should:

- Advise ECA/A/E on international academic and higher education policy issues, offering expertise, intellectual input and creative approaches in program development.
- Consult with ECA/A/E on the selection of program topics of international significance, as needed.
- Develop and manage the selection process for U.S. and foreign participants in the program.
- Develop and implement an ongoing support process for program participants that includes grant payments, logistical assistance, facilitation of communications between participants, assistance with travel and visa arrangements, and other services needed to ensure the maximum success of the program.
- Recruit a highly qualified subject expert to serve as a leader of program seminars.
- In conjunction with the seminar leader, organize and administer the initial plenary, mid-term and final plenary seminars.
- Encourage private sector engagement and support of the New Century Scholars Program.
- Develop a publicity plan, in conjunction with ECA, to highlight regional research programs for the U.S. and other publics and disseminate the outcomes of the final plenary session. This should include descriptions of the experiences and accomplishments of individual program participants.
- Develop suggestions for possible follow-on to the program's proposals such as publications, establishment of networks, seminars or workshops, etc.

Fulbright Scholar-in-Residence (S-I-R) Program

The cooperating organization should:

- Develop and implement a recruitment and publicity plan, in close coordination with ECA/A/E, to advertise the program to U.S. institutions of higher education, with particular attention focused on the Program's target institutional audiences, including small liberal arts colleges, community colleges, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Tribal Colleges and Universities and other Minority-Serving Institutions (defined as colleges and universities whose composite student enrollment is at least 50% racial or ethnic minority). The plan should highlight descriptions of the experiences and accomplishments of individual program participants and testimonials from host campus administrators. The plan should be finalized by February 1, 2012 with initial activities underway by March 1, 2012. All documentation, whether written or electronic, should be approved by ECA/A/E in advance.
- Produce and disseminate program guidelines and application materials in close collaboration with ECA/A/E. These should be provided to ECA/A/E in draft, for clearance, by February 1, 2012 with the final documents approved and posted on the cooperating organization's website by March 1, 2012. In addition to the posting, a small number of applications should be made available in hard copy.
- Produce and distribute program and procedural guidance for posts and Commissions concerning their roles in program implementation, in close collaboration with ECA.
- Organize the peer review process for U.S. applicant institutions.
- After the peer review process is completed, work closely with the U.S. institutions, with posts and Commissions and with ECA in the process of recruiting, confirming and approving individual scholars to ensure that policies, procedures and requirements are understood and followed.
- Work with ECA on obtaining FSB approval of institutions and individual scholars.
- Work with scholars up through their arrival in the United States and at their U.S. host institutions to ensure that all requirements are met and all logistical arrangements are made. This includes writing grants, preparing DS-2019s and handling other immigration matters, managing compensation, handling medical approvals and enrolling participants in ECA's health benefits program and making other logistical arrangements as necessary (for approximately 50 participants).
- Develop and maintain a tracking process to enable monitoring of the status of each grant to be awarded as the different program and procedural steps are completed pertaining to institutional approval, to S-I-R candidate confirmation/ recruitment, selection and approval and to logistical arrangements prior to scholars' arrival on campus.

- Maintain communication with U.S. institutions and with scholars once each semester during the grant period to ensure that programs are carried out successfully, and the intended program impact is achieved. Ensure that program reports from scholars and host institutions are received and shared with ECA.
- Maintain up-to-date information on the program, including guidelines, procedures, program budgeting, participant statistics, and impact on the Fulbright Scholar Program website and in reports as required by ECA/A/E.
- Materials needed by post and commissions to recruit or confirm Fulbright Scholar-in-Residence candidates need to be submitted to ECA for clearance and transmittal by December 15, 2011.

General Program Responsibilities:

ECA requests the cooperating organization provide statistical and participant data to ECA on a regular basis for the Academic Exchanges Information System (AEIS) database which maintains statistical records on participants. This data should include, but is not limited to the following: first name; middle name; last name; gender; date of birth; country of citizenship; country of residence; participant type; academic or professional discipline; home/host contact information (including state and Congressional district); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of funding and award amount for all U.S. participants awarded funding under the auspices of the Fulbright Scholar Program. The cooperating organization must consult with ECA/A/E to determine the requirements of the AEIS database.

The cooperating organization will prepare standard report forms for use by all grantees and ensure that reports are completed and made available to ECA/A/E program staff on a timely basis. Program reports should be selectively distributed to new participants. Material from the reports should be used to highlight significant accomplishments in publicity and promotional materials about the program.

Publicity and Outreach

The cooperating organization will work closely with ECA to develop a strategy for recruitment that encompasses all aspects of the Fulbright Program, including internationalizing the campus. The cooperating organization will also provide information on the Fulbright Student Programs at all of its recruitment opportunities. For these materials, the fulbright.state.gov website should be given as the primary source for information.

In coordination with ECA/A/E, prepare brochures, announcements, and other materials necessary to publicize the Fulbright Scholar Program. The material should explain the mission of the Fulbright Program, its bi-national character, and highlight the U.S. Government and the Department of State's role as the program's sponsor and manager. As such, all materials should note that "The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs,

is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov." This language should appear prominently on all print and electronic materials and should precede any language regarding the role of the cooperating organization in administering the program. Publications should also prominently feature the Fulbright logo and the U.S. Department of State seal. The publicity strategy and all publication materials such as brochures, including cover designs, must be submitted to ECA for approval prior to publication and dissemination.

The cooperating organization must maintain a website where the program and all of its components are described. The website should be interactive and must emphasize the accomplishments and experiences of current and past program participants as well as provide details of current award opportunities. The cooperating organization must regularly check the website to ensure that all posted material is current and correct and must submit any new online initiatives or major revisions of current online materials to ECA for approval prior to development. ECA also reserves the right to request that material be added or removed from the website. The website and all other online programs, including social media websites, should note that "The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov." This language should appear prominently on all online materials and should precede any language regarding the role of the cooperating organization in administering the program.

The cooperating organization should widely advertise and promote ECA's Fulbright Program website (<http://fulbright.state.gov>) and should provide material, as requested, for the fulbright.state.gov website and all of its components.

All print and online materials provided to applicants, participants, campus representatives, U.S. Embassies and Fulbright Commissions and peer review committees should be submitted for ECA/A/E review before distribution. Prior to ECA/A/E review, all print and online materials should be edited and revised by a professional writer/editor.

Any communication with U.S. Embassies and/or Fulbright Commissions involving major new initiatives or policy revisions should be cleared by ECA/A/E before dissemination.

Fiscal Management

The cooperating organization will manage stipend payments for participants going to countries without Fulbright commissions.

The cooperating organization will audit its internal functions, systems, and controls as necessary.

See Section II, Program Reporting, for additional guidelines on fiscal reporting requirements.

Other Program Activities

The cooperating organization will also be responsible for other special projects as directed by the Office of Academic Exchange Programs, ECA of Educational and Cultural Affairs of the Department of State. Special projects may include seminars for community college or higher education administrators as well as professional development opportunities for scholars from selected countries, such as the Iraqi visiting scholar program, offered in 2010.

II. PROGRAM SPECIFIC GUIDELINES

PROGRAM REPORTING

Program reporting:

The cooperating organization should prepare and submit to ECA by October 31, 2012, a report of Fulbright U.S. and foreign scholar activity during the 2011-2012 academic year. This report should contain competition statistics and a narrative covering programmatic highlights, as well as an analysis of strengths and weaknesses of the program year, significant trends, evaluation results, and recommendations for the future. When possible, report data should be organized in such a way as to provide “snapshots” of regional trends in addition to global programming. Statistical information in the program report should include a distribution of grants by region, degree objective, field of study/research project, and funding source.

Financial reports:

The cooperating organization should provide detailed “status of funds” reports for scholar programs, organized by world region and country. Individual students should be listed, including the fiscal year of their program start. These reports should capture the amount transferred to date via the quota sheets, total paid expenditures, current balance, unpaid commitments, and projected balance. The first report is due approximately nine months after the start of the Cooperative Agreement. Reports are subsequently due after the end of each fiscal quarter.

Other reports: On request, prepare summary reports on the applicant pool (number of applications, trends, distribution of applications by region, degree objective fields of study, quality), placement, projected costs, statistics, or expenditures, as necessary. Please provide a final list of participant placements by July 1.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from ECA, total program cost, total cost-sharing from applicant and other sources
5. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields of study covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In 30 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below. Additional information may be submitted in appendices.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (publicity, advertisement, recruitment and screening, selection, affiliation, orientation, academic component, cultural program, participant monitoring and support services)
4. Program Evaluation
5. Follow-on activities
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission

Budget Information – Non-Construction Programs (SF-424A)

1. Applicants should submit separate budget proposals for the U.S. and Visiting Scholar programs and the Fulbright Specialist Program as well as a summary page reflecting budget requests for all programs. Submit a line item budget in a three-column format as follows:

Column 1 – FY 2012 applicant request for ECA funds

Column 2 – FY 2012 applicant cost sharing amount

Column 3 – Total FY 2012 budget (column 1 & column 2)

2. The total FY 2012 funding request for the administrative budget should not exceed \$7,800,000.
3. For U.S. and Visiting scholars, provide grant unit costs by level of support service (program-placed and self-placed scholars).
4. Provide a detailed plan and costs for essential domestic and international travel.
5. Provide a list of staff to administer the 2011 Fulbright Scholar Program including amounts of time, salary, and benefits attributable to each.
6. Provide a detailed explanation of administrative overhead (on what elements of the budget it is based and how it is calculated).

TAB E

Letters of endorsement

Resumes

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

TAB F

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from ECA during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: ECA retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and ECA regulations and guidelines and forwarded to ECA grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with ECA's Grants Officer. ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. *Program planning*: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.
2. *Ability to achieve program objectives*: Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the applicant will meet the program's objectives and plans, while demonstrating innovation and a commitment to academic excellence. Proposals should demonstrate a capacity for flexibility in the management of the program.
3. *Support of Diversity*: Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity.
4. *Institutional Capacity*: Proposed personnel and institutional resources should be adequate and appropriate to achieve Fulbright Scholar Program goals in all respects. Applicants should demonstrate well-established links to the scholarly and professional community in the U.S. and knowledge of other educational environments as they apply to academic and professional exchange programs.
5. *Institution's Record/Ability*: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past ECA awards (grants or cooperative agreements) as determined by ECA's Office of Contracts. ECA will consider the past performance of prior recipients and the demonstrated potential of new applicants.

6. *Project Evaluation*: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. ECA recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

7. *Cost-effectiveness and Cost-sharing*: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

APPLICATION SUBMISSION

The Request for Grant Proposals provides detailed instructions regarding the shipment and deadline for submission of your proposal. For further information regarding this program call Michelle Johnson, Deputy Director – Office of Academic Exchange Programs, at (202) 632-3233; email: JohnsonML3@state.gov.